



13F40 - Operations Sergeant

The duties of the operations sergeant are as follows:

- **Help maintain 24-hour operations in the FSE.**
- **Supervise the installation, operations, and maintenance, of equipment and communications in the FSE, and the operation and maintenance of FSE vehicles.**
- **Supervise the personnel in the FSE, and process administrative matters pertaining to the FSE personnel.**
- **Help the AFSCOORD prepare FS documents.**
- **Supervise the posting and maintenance of all FSE charts and records.**
- **Prepare required reports in accordance with local directives.**
- **Maintain classified files.**
- **Assemble and disseminate the FS related IR.**
- **Assist the operations and FA intelligence personnel in the FSE with their function as required.**